



Arnold Schwarzenegger, Governor
Sunni Wright McPeak, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

SEASONAL CLERK

Sacramento

The Department of Real Estate has an opening for a Seasonal Clerk in its Licensing Support Section. The department is located at 2201 Broadway, Sacramento. This position is limited to 1500 hours.

Duties and Responsibilities of the position include:

- Scan, validate and verify license masterfile paper documents and microfiche using an electronic imaging system.
- Prepare paper documents and microfiche for electronic storage.
- Count, sort, remove staples and photocopy documents as necessary.
- Write batch control sheets including document totals.
- Perform opening or lockup procedures.
- Sort mail, file, key notations and generate letters as needed.
- Train new personnel as needed.

Required qualifications:

- Ability to process large amounts of work with speed.
- Dependable, reliable and good attendance.
- Ability to shift priorities to meet deadlines.
- Good interpersonal skills with the ability to work well with staff at all levels.
- Ability to follow specific oral and written directions.
- A self-starter who can work independently.

Desirable qualifications:

- Familiarity with personal computers.
- Keyboarding skills sufficient to type.
- Good alphabetizing/spelling skills.
- Ability to lift up to 50 lbs. as required.

Salary Range: \$1325 – 1514 per month

Priority consideration will be given to CalWORKS/TANF PARTICIPANTS. Applicants must file a State Application, Std. 678 and attach a verification of CalWORKS eligibility which may include the most recent Notice of Action showing TANF eligibility or a copy of their last aid check stub. Applicants are responsible for providing verification.

Submit Applications to:

Linda Luna, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0797 or CALNET 498-0797

For information on the position contact:

Maria Kowalski, SPT I
Licensing Support Section
(916) 227-0947 or CALNET 498-0947

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>

Final Filing Date: JUNE 7, 2006

**Applications, whether filed in person or by mail, must be received in the Personnel Office
no later than 5:00 p.m. on the above date.**

**Applicants will be screened based on the Required/Desirable Qualifications shown above and
only those most qualified invited to interview.**